

**DIVISION OF HISTORIC PROPERTIES
BERRY MANSION
700 Louisville Road
Frankfort, Kentucky 40601
(502)564-3000**

RENTAL INFORMATION & CONTRACT

The Berry Mansion, a Colonial Revival stone mansion built in 1900, is a National Register of Historic Places site. This elegant estate, the former home of George Franklin Berry, a bourbon industry executive, and his wife Mary Stone Bush Berry, sits atop a bluff overlooking the Capital City. It is owned by the Commonwealth of Kentucky and managed by the Kentucky Division of Historic Properties. Berry Mansion is available for rental for meetings, luncheons, dinners, and special events such as weddings and receptions. Regular business hours are 8:00 a.m. – 4:30 p.m., and by special appointment or rental. *Berry Mansion is closed for business and rental on major holidays.*

In order to preserve the mansion and grounds, rules for its use must be observed. Please read this document carefully. Signing the rental contract means you agree to abide by these rules and accept full legal responsibility for compliance with its terms. If you have any questions, please contact the Division of Historic Properties at 502-564-3000. Strict enforcement of these rules will help preserve the Berry Mansion for future generations.

RENTAL

Berry Mansion is available for rental on weekdays, weeknights, and weekends. Different rental fees are charged based up on the date and time you select. Below are the different rental rate packages available.

**RENTAL RATES FOR WEEKDAY EVENTS
(Monday-Friday, 8:30 a.m. – 4 p.m.)**

Meeting Room	Table Capacity	Room Capacity	Rental Charge
Kitchen Meeting Room	8 people	12	\$45
Dining Room	12 people	18	\$50
Music Room	N/A	1-30 people	\$75
Music Room	Max 96 people at round tables	Max. 125 (standing room only; 100 theatre – style)	\$125
Dining Room for Buffet in conjunction with Music Room rental	N/A	N/A	\$25
Entire First Floor	N/A	Max. 150	\$200
Veranda (outdoor seating)	42	N/A	\$50
<i>Coffee Service</i>			
Coffee Service for Meetings	Up to 30 people \$5.00 per day per meeting	31 people or more \$10 per day per meeting	Coffee Service is provided for daytime weekday events only.

RENTAL RATES FOR WEEKNIGHT EVENTS

(Monday-Thursday, 4:30 p.m. – 11 p.m.)

Use of 1st Floor, Porches, and Grounds

Rental Package	\$ Price	Each Additional Hour	201-250 additional guest charge (max. capacity)*
#A - 4 Hours	\$500	\$125	\$250
#B- 6 Hours	\$750	\$125	\$250
# G - Government Agencies (4 Hours)	\$350	\$100	\$250

**See Space Limitation/Guest List Numbers*

RENTAL RATES FOR WEEKEND EVENTS

(Friday 4:30 p.m. – 12 Midnight; Saturday & Sunday 8 a.m. – 12 Midnight)

Use of 1st Floor, Porches, and Grounds

Rental Package	\$ Price	Each Additional Hour	201-250 additional guest charge (max. capacity)*
#C - 4 Hours	\$600	\$175	\$250
#D- 6 Hours	\$900	\$175	\$250
#E- 8 Hours	\$1200	\$175	\$250
#F –10 Hours	\$1500	\$175	\$250

**See Space Limitation/Guest List Numbers*

RENTAL RATES FOR WEEKEND EVENTS – WINTER

November-March

(Friday after 4:30 p.m.; Saturday & Sunday 8 a.m. – 12 midnight)

Use of 1st Floor

Rental Package	\$ Price	Each Additional Hour
#WR1 - 4 Hours	\$500	\$125
#WR2- 6 Hours	\$750	\$125
WRG - Government Agencies (4 Hours)	\$350	\$100

**See Space Limitation/Guest List Numbers*

SPACE LIMITATIONS/GUEST LIST NUMBERS

Due to the size of Berry Mansion, limited parking, limited number of restroom facilities, and varying weather conditions, we recommend in late Spring, Summer, and early Autumn parties of **no more than 250 people**. For the winter months (November-March) we **prohibit** parties inside the mansion **larger than 125 people**, standing room only.

- For parties numbering 201-250 guests, the surcharge is \$250, in addition to the package rental price. **For parties exceeding 250 guests, an additional guest surcharge of \$500 will be applied to the package rental package chosen.**
- For parties larger than 200 people, **we require that the renter provide two portable toilets for each extra 50 guests** (i.e. 200 people = 2 portable toilets; 250 people = 4 portable toilets.)

Please consult with the Historic Properties' event coordinator on how best to accommodate your party.

TIMES/HOURS

Weekday events should start no sooner than 8:30 a.m. and end no later than 4 p.m. For weeknight and weekend events, hourly charges begin when the first person needs access to the property (guest, worker, caterer, family member, etc.) and ends when the last person has left the property. Weeknight events should end no later than 11 p.m., and weekend events should end no later than 12 midnight. Special permission may be given to extend beyond those hours with advance notice given in writing to the Division of Historic Properties.

Only one event per day for weeknights and weekends is scheduled at Berry Mansion in order to pay appropriate attention to the details of your event.

DEPOSIT/PAYMENT

A damage deposit of \$250 is required for weekend and weeknight events in order to secure a date. For some weekday and weeknight events a deposit may not be required; however, for a weekday event, payment is **due in full one week prior** to the event for non-governmental entities. Please inquire with the Division of Historic Properties' Event Coordinator regarding payment of a deposit and whether your event is excluded.

Government agencies may be interaccounted where applicable.

Renters for weeknight and weekend events will be required to pay the balance of the rental package one month prior to the scheduled event. If the balance is not received on time, the reservation will be cancelled and the damage deposit forfeited. The rental fee is in addition to the \$250 damage deposit. Any time extending beyond the package hours terms will be billed at \$175 per hour, and may be deducted from any deposit remaining.

Cancellations must be received in writing ninety (90) days prior to the scheduled weekend event or the deposit will be forfeited. Cancellation of weeknight events requires 2 weeks notice or the deposit will be forfeited. Cancellation of weekday events requires 24 hour notice, or the meeting rental fee will be billed accordingly.

Any damage to the house, furniture, upholstery, decorative objects, etc. is the responsibility of the person or group renting the space and may result in forfeiture of the deposit as well as the assessment of additional charges if the amount of damage exceeds \$250. In addition to the deposit, a surcharge of \$50 for each soiled carpet may also be required.

When available, Berry Mansion may be rented on the Friday afternoon prior to a scheduled weekend event for the purpose of decorating or rehearsal. It is available for decorating **only from 11 a.m. to 5:00 p.m.** The rental for this purpose is a flat rate of **\$100**, payable at the time of reservation.

For wedding rehearsals: You will need to schedule this in advance, and the hourly rate applies for any time after 5 p.m. Monday-Friday, or any time frame on Saturday or Sunday. You may use some of the time from your rental package for your wedding rehearsal, or for additional decorating and set-up.

Berry Mansion accepts payment in the form of cashier's checks, business checks, money orders, and credit cards (Visa, MasterCard, Discover, and American Express). **No personal checks accepted.**

Make all cashier's/business checks or money orders payable to **Kentucky State Treasurer.**

Failure to follow any of the rules stated within the packet will result in forfeiture of the deposit, and renters will immediately be asked to leave the property. *It is the renter's responsibility to advise any caterers, musicians, and other contracted event staff of the rules and regulations outlined within this document.* Determination of damage and forfeiture is solely within the discretion of the Division of Historic Properties.

A statement will be mailed immediately following the event for any remaining amount owed. **Full payment must be received within ten calendar days of the date of the statement.** A late fee of **10 percent** will be added to the outstanding balance if the payment is not received within the time allowed. Additional charges for damage will be billed against the deposit. If there is no damage and no forfeitures, the deposit will be credited toward the remaining balance, if any. If there is no remaining balance, the deposit will be returned to the renter within 30 days of the event. If damages exceed the \$250 deposit, these additional expenses will also be the renter's responsibility and added to the remaining amount due. **Failure to pay the amount due will result in legal action being taken against the renter by the Division of Historic Properties. Such litigation could result in the assessment of court costs as well as legal fees against the renter, in addition to payment of the amount due.**

FLOOR PLAN/EVENT SET-UP

You may request a copy of the Berry Mansion floor plan for planning purposes. Indicate the desired table and chair arrangement on this plan. **Return this plan to our office at least one month before the scheduled event** or at the earliest date possible. You must make an appointment to visit with our staff to discuss details of your floor plan and decorations. Historic Properties' event coordinator and staff will be happy to assist you in composing the best arrangement for your event or function. Please call ahead to make an appointment to view and tour the facility at 502-564-3000.

Furniture/Equipment Available for Use

The following are also available for use at Berry Mansion

Tables

- Ten (10) 60-inch diameter round tables (**Music Room use only**)
- Ten (10) 8-foot long rectangular tables (**Music Room and porches only**)

- Eight (8) 60-inch diameter round tables (**for use on the veranda and gazebo porch only**)
- Two (2) 6-foot long rectangular tables (**indoor and porches only**)
- Two (2) 4-foot long rectangular tables (**indoor and porches only**)

Chairs

- 75 event chairs (gold with ivory seats) **indoor use only**
- 30 event chairs (gold with red velvet seats) **indoor use only**
- 100 beige metal folding chairs for (**outdoor use only** on the veranda and gazebo porch)
- The Dining Room has 14 upholstered chairs to use at the center dining table and around the room.
- The “Kitchen” meeting space has up to 15 chairs to use around the center table and around the room.

Equipment

- Two (2) brass easels
- Two (2) Flipchart stands
- One (1) Projection Screen
- One (1) TV/VCR combo
- One (1) Whiteboard with appropriate markers and eraser

Please reserve any equipment above at the time of your reservation. Availability is “first come, first serve.”

To maintain space for safe and convenient movement, no more than twelve (12) round tables or ten (10) rectangular tables may be used in the Music Room at any one time. For events and functions without tables, up to 100 chairs can be arranged theatre-style with a center aisle.

We **require** that renters consult with the Division of Historic Properties’ Event Coordinator and/or staff regarding the movement of furniture within the Music Room. Furniture and tables set up (in advance) in the Music Room and on the porches at Berry Mansion should not be moved by the renter without consulting first with Historic Properties staff.

With the exception of the Music Room, renters **may not** move **any** other furniture or decorative arts in the Berry Mansion. Only members of the staff of the Division of Historic Properties may move furniture in other rooms of the Berry Mansion. Other decorative objects in the Mansion shall also not be moved, or used, by renters.

PROPERTY/BUILDING ACCESS

A member of the staff of the Division of Historic Properties will be on-site for the duration of the event. The building will be open for your access at the time designated on the contract. This time can be adjusted up to one week prior to your event.

- **Only** staff members of the Division of Historic Properties may provide access to the building and grounds after hours. Under no circumstances will renters be allowed on the premises after hours without prior arrangement with and under the direction supervision of Historic Properties’ staff. Any after hours time requested will be charged against your rental package balance.

- **Parking is available in the lots marked “visitor parking.”** Due to the narrow drive, we ask that guests and vendors not park along the drive or along the stone wall next to the mansion, or any areas marked “no parking.” We also request that guests not park in spaces marked “Reserved” during weekday events. Guests may park in reserved spots on weeknights and weekends. Accessible parking is available.
- Daytime events shall not be disruptive to other meetings or to the offices within Berry Mansion. Live music is restricted to weeknight and weekend events.
- No copier is available for use by renters.
- A phone is available for *local calls only*. Messages for meeting participants may be taken but Historic Properties staff will only interrupt meetings in the case of an emergency. These messages will be posted outside the meeting room on a small memo board.
- The second floor of the Berry Mansion is closed to the public. Photographers may use the staircase and its landing to take portraits; however, access to the 2nd floor porches is prohibited.
- The Library is a re-created historic room and should be used by the public **only** as access to the Music Room balcony. **Food and drink consumption are strictly prohibited in the library, front foyer, and parlor.**
- There are two public restrooms on the first floor of the Berry Mansion. One is under the main staircase near the front entrance, and the other is off the first floor hallway. A third restroom is available in the former “kitchen” located at the end of the service hallway.
- The Basement is restricted to Berry Mansion staff and contracted event vendors **only**. Guests are not permitted in this service area except in the case of an emergency.
- **NO vehicles** may be left on-site following an event, except in the case of an emergency or vehicle break-down. If vehicles must be left behind, please consult with the onsite event coordinator to make arrangements for pick-up of the vehicle.
- Please follow all safety and emergency instructions provided by the on-site Historic Properties staff member.

SMOKING

- The Berry Mansion is a smoke-free building. Smoking is permitted on the exterior porches **only**. Free-standing ash trays are available for guests near the Gazebo porch off the Music Room.

ELECTRICAL SERVICE

- Electrical service in the Music Room and on the property is limited. Please consult with the Division of Historic Properties’ Event Coordinator **prior** to your event to insure that we can accommodate your needs.

FOOD AND BEVERAGES

- **ALL caterers** for events at Berry Mansion are required to have, on file with the Division of Historic Properties, current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses. If alcohol is to be provided by the caterer, a current license issued by the Kentucky Alcohol & Beverage Control must be on file. Caterers also need to offer proof of insurance. **No Exceptions.** These documents must be presented two weeks **PRIOR** to an event taking place at the facility.
- **No cooking kitchen is available for use.** Food may be warmed in two microwave ovens available in the basement. Grilling on-site is very limited, and must be done away from any buildings and in the parking lot. Permission to grill on-site must be granted by the Division of Historic Properties event coordinator. A large refrigerator, dishwasher, and ice machine are also available in the basement. Another refrigerator is located in the Butler's Pantry on the 1st floor behind the Dining Room. Appliances must be left in clean condition. Food, trash, and garbage must be removed from the refrigerator and serving areas following the conclusion of the event. Any food and beverages left behind will be discarded.
- Food may be served and consumed on the grounds, and in the **Music Room**, the **Dining Room**, and on the **porches only**. All Berry Mansion furniture used for food service must be covered by table linens provided by the renter. Please take necessary measures to prevent heat or water damage to tabletops. In the Dining Room, food may be placed **only** on the large center table.
- Ice is the responsibility of the renter or the caterer contracted by the renter.
- **Table linens must be used on all tables used for food service and consumption for dinner and reception events**, and removed by the renter or caterer upon the conclusion of the event. **Tables linens must be provided by the renter or the caterer contracted by the renter.** Linens are not required when boxed lunches or snacks are served.
- **If alcoholic beverages are to be served, the renter must complete the attached waiver form.** If alcohol is to be provided by the caterer, a current license issued by the Kentucky Alcohol & Beverage Control must be on file. **Prohibited items include keg beer and red punches and red mixers. Limited items include bottled beer (must be served to guests in cups or glasses) and red wine.** Red wine may be served **only** at seated dinners or at receptions where food and beverage consumption is limited to the Music Room. **Alcohol should be served responsibly. *Please consult with Historic Properties staff in advance of your event regarding any alcoholic beverage service.***
- The use of chocolate, champagne, beverage, or decorative water fountains are **limited** inside and outside the Berry Mansion. Please consult with Historic Properties staff regarding permission to use these items.
- **Caterers/Renters are required to clean all surfaces and dispose of trash in all food service/preparation and consumption areas.**

- A surcharge of \$50 may be required for each carpet soiled by food. The decision to impose this charge rests solely with the staff of the Division of Historic Properties. **Please make caterers and other vendors aware of these rules.**

DECORATIONS

- **All decorations, floral arrangements, rental items from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.**
- **Posters/displays/decorations** – Nothing may be hung on the walls, furniture, windows, mantels or doors using any type of tape or fastener. Please use flipchart stands or easels, which will be provided upon request.
- **Only fresh or dried flower petals** may be thrown (outside) at brides and grooms. **We require** that individual packets of petals be distributed to guests outside at the last minute before the departure of the couple. Petals must be removed from the porch and walk immediately to avoid any hazards.
- If a greenery or tulle swag is to be placed on the Music Room balcony or on any other area including handrails, **only soft yarn or tulle** may be used as ties. **Floral wire and other types of ties are prohibited. Installation of all decorations must be under the direct supervision of Historic Properties staff.**
- All candles **must** be dripless or contained wholly within a glass container, such as a votive cup or hurricane shade. Candles placed in windowsills near furnishings also must be encased in glass, and should not be taller than the container to avoid starting a fire. All candles should be given time to cool after extinguishing to limit wax spills. **Because of serious safety concerns, please have all other plans for use of candles approved by the Division of Historic Properties in writing before the event.**

PROHIBITED

We ask that you refrain from the following activities/items on the Berry Mansion grounds:

- **Parking or Driving on the grass:** Renters, vendors, and guests are strictly prohibited from driving on the lawn areas at Berry Mansion. **Carriages are allowed** with some restrictions.
- **Sparklers or fireworks** (inside or out) are prohibited – as these pose a fire and safety hazard to both the mansion and your guests.
- **Tape, staples, nails, tacks, screws, wires, pins, hot glue guns, tacky/floral putty, or any other metal or plastic fasteners and/or adhesives** are prohibited inside and outside the Berry Mansion. Please consult Historic Properties staff for safe alternatives.
- **Decorations are not allowed on the wall sconce light fixtures in the Music Room** due to the fragile nature of these original fixtures.

- **Rice, bird seed, glitter, confetti, bubbles, shaving foam, or aerosol spray string, or loose straw** may not be used **inside** or **outside** the Berry Mansion. This includes the use of **decorative confetti** and **loose potpourri** on tables. Please consult with Berry Mansion staff regarding any questionable items.
- **Helium balloons** are not allowed inside the Berry Mansion and **crepe paper decorations** are prohibited inside or outside the Berry Mansion.
- **Silk flower petals** are not allowed outside or on the lawn.
- **Illegal activity, illegal drugs, or consumption of alcohol by minors is not allowed.** If someone at your event is participating in one of these activities on the Berry Mansion property it may result in Historic Properties staff shutting down the event and forfeiture of your deposit, as well as notification of the police authorities.

Please consult with the Historic Properties Event Coordinator regarding any questionable items or decorations.

RENTAL EQUIPMENT

ALL rental equipment (tables, chairs, linens, etc.) **must be set up and taken down by the renter (or agents contracted by the renter.)** *On-site Berry Mansion staff will assist with the placement of rental equipment, but cannot load, unload, set up or break down rental equipment.*

Rental items should be delivered no sooner than the morning of a weekday/weeknight event, or **one day prior** to the scheduled weekend event unless prior written approval is received by Historic Properties staff. **Rental items shall be removed/picked up no later than the next business day.** Please inform the Division of Historic Properties' Event Coordinator of any rental items to be delivered and the approximate time of delivery, if known.

Rental equipment companies are required to check in first with Historic Properties staff upon arrival for delivery of rental items.

Please make sure that any rental equipment and other rental items to be used inside the Music Room and in other areas of Berry Mansion have protective covers on the feet of any tables, chairs, etc.

Items to be provided by the renter/or vendors contracted by the renter, including but not limited to:

- Any items necessary for food service - cups and glasses, napkins, serving pieces, chafers, plates, utensils, table linens, food and beverage, ice, coolers, etc.
- Decorative items including centerpieces, candles, candle holders, aisle runners.
- Guest books and pens
- Any equipment needed for dee jays, musicians, vocalists, etc., cordless microphones, sound systems, speakers, cd players, etc.
- Extension cords for electrical hook-ups outside and inside.
- Tents and any items to be placed inside the tent including dance floors, tables, chairs, and other staging.

Historic Properties Event Coordinator

The Historic Properties Event Coordinator can advise and consult with you on various aspects of your event. However, on the day of your event, the Historic Properties Event Coordinator must focus on site management and coordination between the various vendors, and cannot serve as a wedding coordinator or host to your guests. Please assign someone to act as your event day coordinator or host/hostess.

Please make arrangements to meet with the Historic Properties Event Coordinator regarding your event set-up well in advance of your event so that we may be of assistance with any set-up or arrangements which may conflict with our guidelines.

Please also make caterers and any other staff for your event (i.e. florists, bartenders, deejays or musicians, servers, assistants who are helping you with your event, and wedding coordinators) aware of the guidelines for Berry Mansion. You may wish to copy this document and give it to anyone who will be working with your event to ensure they understand our guidelines. Since the client is ultimately responsible for the actions of these agents, good communication is key to having a worry-free event.

DIRECTIONS TO BERRY MANSION

- Take I-64 West/East (depending upon whether coming from Lexington (West) or Louisville (East))
- Take Exit 53B off I-64, go right on US 127 North. (past Wal-Mart and Kroger)
- Go approximately 1.5 miles to the intersection of US 127 North and US 60 (the intersection is the 6th traffic light)
- Take a right onto US 60 going East. (Speedway is on the left corner)
- Go approximately 6/10ths of a mile, through 2 traffic lights.

Just past the 2nd stoplight, enter the center turn lane and make a left at the entrance to Berry Mansion (large sign denotes the property, and there are stone pillars and a gate.) Follow the drive on the right all the way to the mansion. There is visitor parking just past the house (in front of breezeway) and laundry building. There is additional parking on the left in a gravel lot, and more parking to the rear, around the right corner of the drive.

INDEMNIFICATION

The applicant agrees to indemnify, defend and save harmless the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney's fees or other litigation expenses which may be asserted or made against or incurred by the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicants use of the facility. Applicant's obligation under this provision shall not extend to any liability resulting from the sole negligence of the Commonwealth, any of its agencies, officers, employees, or agents.

ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above and accept all terms and conditions contained herein. I certify that I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities, am at least eighteen years of age, and am authorized to enter into agreements.

Name of person responsible: _____

Address: _____

Phone Number: _____ Work or Cell Number: _____

E-mail: _____

Date Requested: _____ Hours Requested: _____

Number of people expected to attend: _____ Type of Event _____

Package Requested **Weekday** _____ **Area Requested** _____

Weeknight A _____ B _____ G _____ **Weekend** C _____ D _____ E _____ F _____

Winter Rate WR1 _____ WR2 _____ WRG _____

Do you want to reserve the preceding afternoon to decorate? Yes: _____ No: _____
(for weeknight & weekend events only)

Deposit Or Payment _____
(State agencies please complete interaccount agency billing code)

Signed: _____ Date: _____

Please sign both copies. Return a copy of this acceptance and any other appropriate documents (including the Waiver, if necessary) along with the deposit, to:

Division of Historic Properties
Berry Mansion
700 Louisville Road
Frankfort, KY 40601

If you have any questions, please write or call the Division of Historic Properties at 502-564-3000.

WAIVER

If alcoholic beverages are to be served at the Berry Mansion during the term of the rental contract between the Division of Historic Properties, Commonwealth of Kentucky, and the undersigned party, the undersigned party hereby acknowledges its responsibility for assuring compliance with the requirements of KRS Chapters 243 and 244 relating to the serving and consumption of alcoholic beverages on those premises. In particular, the undersigned party or its caterer must have all relevant licenses pertaining to the provision of alcoholic beverages at that location, and take the steps necessary to assure that all relevant age requirements are met. Furthermore, the undersigned accepts that compliance with the alcoholic beverage laws contained in KRS Chapters 243 and 244 is its sole responsibility and not that of the Commonwealth of Kentucky or the Division of Historic Properties and agrees to hold the Commonwealth and its agency free and harmless from any claim, suit, or liability resulting from any failure by it to comply with those applicable laws.

Name and Address of Person Responsible:

Phone Number:

Signed:

Date:

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The applicant agrees to indemnify, defend and save harmless the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney's fees or other litigation expenses which may be asserted or made against or incurred by the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicants use of the facility. Applicant's obligation under this provision shall not extend to any liability resulting from the sole negligence of the Commonwealth, any of its agencies, officers, employees, or agents.

ACCEPTANCE

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Name of person responsible: _____

Address: _____

Phone Number: _____ Work or Cell Number: _____

E-mail: _____

Date Requested: _____ Hours Requested: _____

Number of people expected to attend: _____ Type of Event _____

Package Requested **Weekday** _____ **Area Requested** _____

Weeknight A _____ B _____ G _____ **Weekend** C _____ D _____ E _____ F _____

Winter Rate WR1 _____ WR2 _____ WRG _____

Do you want to reserve the preceding afternoon to decorate? Yes: _____ No: _____
(for weeknight & weekend events only)

Deposit Or Payment _____
(State agencies please complete interaccount agency billing code)

Signed: _____ Date: _____

Please sign both copies. Return a copy of this acceptance and any other appropriate documents (including the Waiver, if necessary) along with the deposit, to:

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Berry Mansion
700 Louisville Road
Frankfort, KY 40601

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Name and Address of Person Responsible:

Phone Number:

Signed:

Date:
